

Name
Address
City, TN 37999
Cell Phone: 423-747-9999
Email: me@here.com

Education

Bachelor of General Studies, GPA 3.0, 05/2009

Minor: **Marketing**

East Tennessee State University (ETSU), Johnson City, TN

Selected Coursework: Public Relations, Sport Marketing, Facility/Event Mgmt., Fund Raising in Sports

Associate of Science (included Business Courses), 05/2005

University of Southern Maine (USM), Portland, ME

Business Experience

Area Manager, ABC Foods, Inc, Kingsport, TN, 05/2008-Present

- Supervised a staff of 6-8 employees and reported to the store manager
- Resolved service related difficulties and encouraged a positive environment for our patrons

Sales Associate, Company, Portland, ME, 07/2004-06/2005

Additional Experience

Landscaper, Dept. of Parks and Recreation, City of Knoxville, TN, 07/2005-05/2007

Volunteer Youth Assistant, Girls Inc., Johnson City, TN, 11/2005-03/2006

Coach, AAU Basketball Summer Program, Portland, ME, 2003-2004 (summers)

Professional Skills and Training

Software: Windows 7/Vista/XP, Microsoft Office (Word, Excel, PowerPoint), Adobe CS4 Suite, SPSS - Statistical Package

Training: Diversity Workshop, Sexual Harassment Sensitivity Training - ETSU, Safety First - Girls Inc.

Seminars: Working with Disabilities, ETSU

Tutoring: University High School, Johnson City, TN, 05/2006-12/2006

Certifications: CPR, First Aid, AED - American Red Cross

Activities and Community Involvement

Johnson City Elementary School Volunteer, Johnson City, TN, 2008-Present

President's Pride Volunteer, ETSU, Johnson City, TN, 2008

Willow Creek Park Volunteer, Johnson City, TN, 2008

Habitat for Humanity Volunteer, Portland, ME, 2005